



# Job Opportunity

## State Controller's Office

**Position:** Program Technician  
Limited Term/Full Time, 12 months

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** December 2, 2005

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-9927-xxx  
Ref 1205-CSU 1

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With general supervision provided by the Supervising Program Technician and/or unit lead, the incumbent will assist in identifying the owners of unclaimed property by reviewing claims and verifying proper identification of claimants. Duties include, but will not be limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Check names and Social Security numbers on properties in the Unclaimed Property (UCP) database;
- Mail claim forms to the Unclaimed Property owners;
- Input, track and establish claims into the UCP database;
- Review and evaluate claims;
- Recommend payment of claims in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes and Bureau Procedures;
- Refer the most complex claims to the appropriate staff.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 1205-CSU1, 051-550-9927-xxx (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).